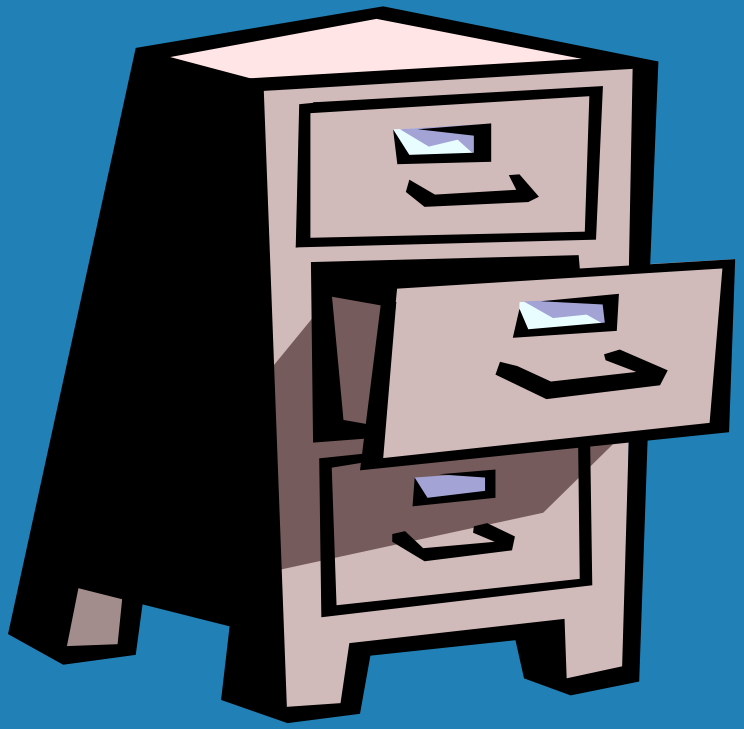
DIRECTIVES

LESSON TOPIC 6.2



TERMINAL OBJECTIVE

Upon completion of this unit of instruction, students will perform the duties of a naval officer by gaining knowledge on the contents contained in the Navy's Directives Issuance System Manual.

Enabling Objectives

- 6.6Identify the various steps in locating a directive.
- 6.7Identify the reference for preparing a Navy directive.
- 6.8Identify the three types of directives.
- 6.9 State the purpose of the three types of directives.
- 6.10 State the directive abbreviation for the three types of directives.
- 6.11 State general rules pertaining to the three types of directives.

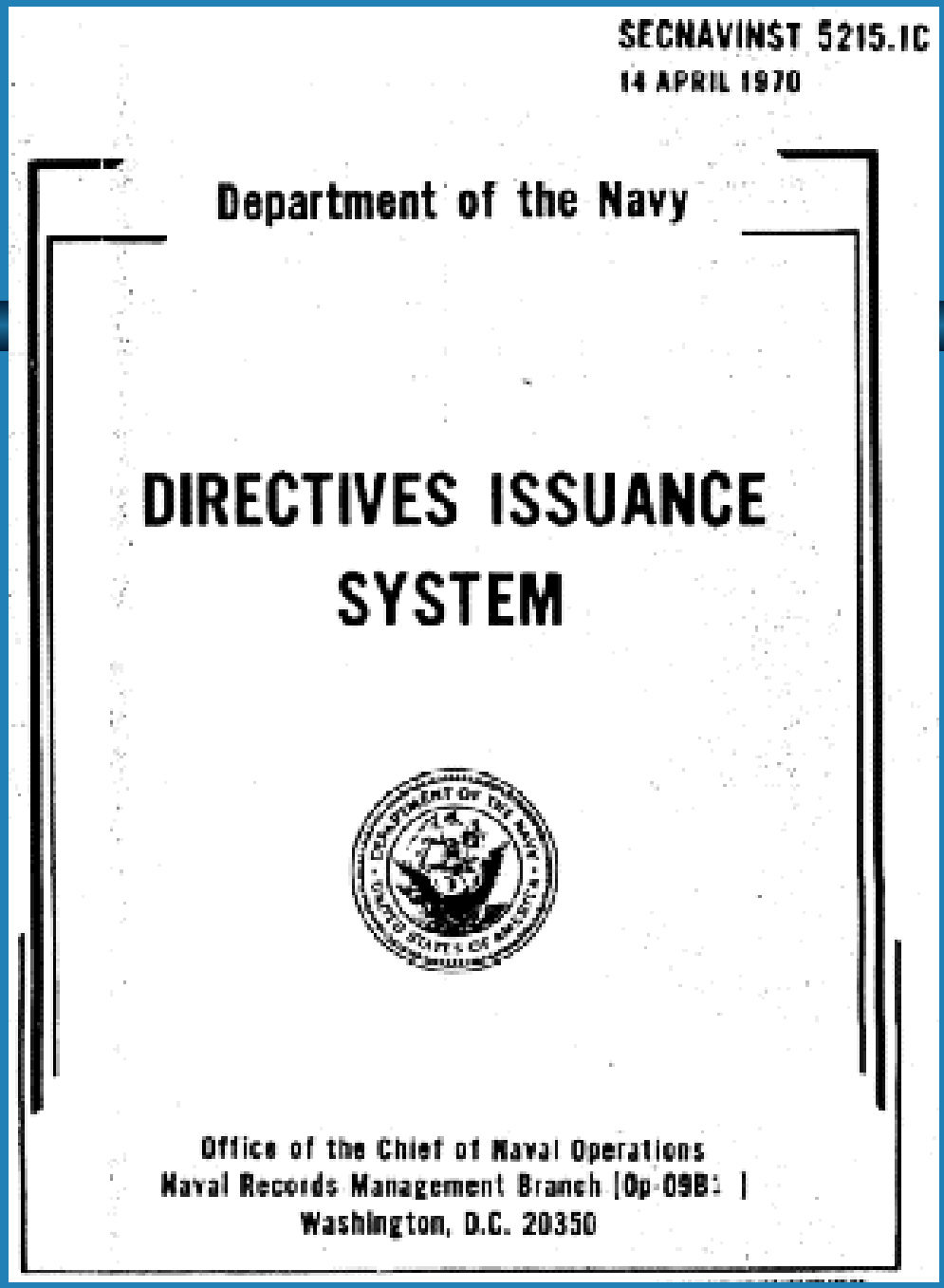
QUESTION & ANSWER POLICY

Major Teaching Points

- **Purpose**
- **Three Types of Directives**
- **Directive Criteria**
- **Designation Abbreviation**

Reference:

- SECNAVINST 5215.1C
- DIRECTIVES ISSUANCE SYSTEM MANUAL



SECNAVINST 5215.1C
14 APRIL 1970

Department of the Navy

DIRECTIVES ISSUANCE SYSTEM

Office of the Chief of Naval Operations
Naval Records Management Branch (Op-09B3)
Washington, D.C. 20350

Purpose

- **To Promulgate Policy Procedures Or To Provide Information Necessary To The Efficient Operation Of An Organization.**

What Is A Directive?

- Notice
- Instruction
- Change Transmittal

A Directive Is…

- A Directive:
  - Prescribes or establishes policy, organization, conduct, methods or procedures;
  - Requires action or establishes information essential to the effective administration or operation of activities concerned;
  - Or contains authority or information that must be issued formally.

Types Of Directives

- **NOTICE**
  - ***One time or brief nature (self-canceling).***
  - ***Remains in effect less than six months, but it is not permitted to remain in effect for longer than one year.***

NOTICE

SECNAVNOTE 2700

- ISSUING AUTHORITY: SECNAV
- TYPE DIRECTIVE: NOTE
- SSIC: 2700

Notice

DEPARTMENT OF THE NAVY
COMMANDER
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

Canc : Jun 04
COMPACFLTNOTE 5212
N11
8 Jul 03

COMPACFLT NOTICE 5212

From: Commander, U.S. Pacific Fleet

Subj: FIRST PAGE OF A LETTER-TYPE NOTICE

Ref: (a) (Describe)

Encl: (1) (Describe)

1. **Purpose**. Principle paragraphs are numbered and underlined. Heading is followed by a period if text follows immediately. If heading stands alone, normally followed by blank line, period is omitted.

2. **Title**. (Text).

3. **Title**. (Text).

   a. **Title**. (Text)

4. **Title**. Next-to-last paragraph identifies forms and reports, if any, and includes their titles and symbols/numbers.

5. **Title**. If cancellation has contingent provision, this is stated in last paragraph. Date is always last day of month, except when such date would create an administrative problem.

M. STEWART
By direction

Distribution:
SNDL 42J2 (COMCARAIRWING PAC (4 copies))

Types Of Directives

- **INSTRUCTION**
- ***Continuing Reference Value or Requiring Continuous Action.***
  - ***In Effect Until Superseded***
  - ***Canceled By Originator or Higher Authority.***
  - ***No Time Limit But Must Be Reviewed Annually.***

INSTRUCTION

SECNAVINST 2700.2A

- ISSUING AUTHORITY: SECNAV
- TYPE DIRECTIVE: INSTRUCTION
- SSIC: 2700
- CONSECUTIVE NUMBER: .2
  - REQUIRED ON ALL INSTRUCTIONS
- REVISION INDICATOR: A

Instruction

DEPARTMENT OF THE NAVY
COMMANDER
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

COMPACFLTINST 5212.3
N11
8 Jul 03

COMPACFLT INSTRUCTION 5212.3

From: Commander, U.S. Pacific Fleet

Subj: FIRST PAGE OF A LETTER-TYPE DIRECTIVE

Ref: (a) (Describe)

Encl: (1) (Describe)

1. **Purpose**. Principle paragraphs are numbered and underlined. Heading is followed by a period if tex

follows immediately. If heading stands alone, normally followed by blank line, period is omitted.

2. **Cancellation**. Identification of directive being cancelled, if any.

3. **Title**. (Text).

4. **Title**. (Text).

   a. **Title**. (Text).

5. **Title**. Last paragraph identifies forms and reports, if any, and includes their titles and symbols/numb

M. STEWART
By direction

Distribution:
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42K2 (ATKRON PAC)

Types Of Directives

- **CHANGE TRANSMITTAL**
  - ***Minor Changes To An Instruction Or Notice.***
  - ***Describes the Nature of the Change and Gives Directions for Making the Change.***

CHANGE TRANSMITTAL

- **SECNAVINST 2700.2A CH-1**

  - ***Indicates Pen And Ink Change Or Page Insertion / Deletion***
  - ***Cut & Paste - Prohibited***

Change transmittal

DEPARTMENT OF THE NAVY
COMMANDER
UNITED STATES PACIFIC FLEET
PEARL HARBOR, HI 96860-7000

COMPACFLTINST 5212.3 CH-1
N11
8 Jul 03

COMPACFLT INSTRUCTION 5212.3 CHANGE TRANSMITTAL 1

From: Commander, U.S. Pacific Fleet

Subj: FIRST PAGE OF A CHANGE TRANSMITTAL

Encl: (1) Revised checklist

1. **Purpose**. To transmit new checklist, which revises procedures for preparing a change transmittal.

2. **Action**

a. Remove page 10 of the basic instruction and insert enclosure (1).

b. On page 100 in procedures, replace “distribute 10 copies” with “distribute 25 copies.”

M. STEWART
By direction

Distribution:
SNDL 42J2 (COMCARAIRWING PAC (4 copies))
42K2 (ATKRON PAC)

Criteria

- **A document shall be issued in the directives system when it meets one or more of the following criteria:**
  - ***Regulates or is essential to effective administration***
  - ***Establishes policy***
  - ***Delegates authority or assigns responsibility***
  - ***Establishes an organizational structure***

Designation Abbreviation

- ***Purpose: Organize Directives***
  - ***Required components:***
    - ***Issuing Authority***
    - ***Type of Directive***
    - ***Standard Subject Identification Code***

Designation Abbreviation

- ***Differences:***
  - ***Notice***
    - ***No Consecutive Number or Change/Revision Indicator***
  - ***Instruction***
    - ***Consecutive Number (Required)***
    - ***Change/Revision Indicator***
  - ***Change Transmittal***
    - ***Pen & Ink***
    - ***Page insert/delete***

WHERE TO FIND DIRECTIVES

- Admin Office
- Compact Disc. May be accessible through computer network. Limited distribution.
- Internet (Unclas only):
  - BUPERS Homepage www.bupers.navy.mil
  - Navy Directives Homepage www.dodssp.daps.mil/usn.dirs.htm

IN SUMMARY

REFERENCE

- ***Directives Issuance System Manual, SECNAVINST 5215.1(Series)***

WHY DO WE HAVE DIRECTIVES

- To issue policy, procedures or to provide information necessary to the efficient operation of an organization

GENERAL RULES

- Notice - of one time or brief in nature - not permitted to remain in effect for more than one year
- Instruction - Continuing reference value or action. Effective indefinitely provided applicability remains. Originator must review annually.
- Change Transmittal - minor changes

DESIGNATION ABBREVIATION

- ***Purpose: Organize Directives***
  - ***Required components:***
    - ***Issuing Authority***
    - ***Type of Directive***
    - ***Standard Subject Identification Code***
    - ***Note differences between a Notice, Instruction, and Change Transmittal***

WHERE TO FIND DIRECTIVES

- Admin Office
- Compact Disc.
- Internet

ANY QUESTIONS